

The Carlsbad Cultural Arts Office
Has an opening for
A.M. or P.M. Concert Crew Supervisor
\$18.00 hour

Filing Deadline: Open until filled

THE POSITION:

The A.M. Concert Crew Supervisor is responsible for management of the crew carrying out preparation of the concert site for the "TGIF Jazz in the Parks" weekly outdoor concert series held in Carlsbad city parks. The P.M. Supervisor is responsible for management of the crew's duties during the event and breakdown of the concert site for the "TGIF Jazz in the Parks" weekly outdoor concert series held in Carlsbad city parks.

Distinguishing Characteristics:

A.M. Supervisor hours are from 8 am to 3 pm

P.M. Supervisor hours are from 3 pm to 12 midnight.

This part-time position requires availability on all Fridays starting June 13 through August 22, 2008 and occasional other times to be negotiated; the period of employment is from June 9 through August 31, 2008.

Program Description

TGIF Jazz in the Parks is a free, outdoor concert series held for ten consecutive Fridays in the summer in Carlsbad. A contracted producer provides talent and sound services. The City of Carlsbad provides all support services, coordinated by the Cultural Arts Office. The concert site moves from park to park across the community every two to four weeks. All concerts begin at 6 pm and end at 8 pm and 3500 people attend each concert. Services include free shuttle service, a traffic safety management system on surrounding streets, on-site food vendors, a major recycling program and trash management.

Key Responsibilities:

- Supervise 8 to 12 crew members in preparing, operating and dismantling a concert site in a City park. Assign all crew duties, monitor and maintain teamwork. Supervise the use of various city and rented vehicles.
- Maintain complete records and timely schedules to complete all on-site work by end of work shift.
- Supervise crew transportation, assembling and dismantling of a 20ft x 20ft portable stage and related equipment, set up/removal of safety signs and equipment according to the Traffic Control Plan, set up/removal of all trash and recycle equipment and all support equipment for event needs.

Qualifications:

The ideal candidate will demonstrate:

Knowledge of:

- Special events or project management practices and procedures.
- Principles of supervision, training, motivation and evaluation.
- Basic first aid methods and safety precautions related to event settings.

Ability to:

- Plan, organize and coordinate the activities of event site preparation and operation.
- Communicate clearly and concisely, orally and in writing.
- Supervise multiple activities at once and complete assigned duties on time.
- Establish and maintain cooperative working relationships in the course of work.
- Supervise, train, motivate and evaluate assigned staff.



EXPERIENCE / EDUCATION

Seasoned experience in supervision of crews or teams in concerts & events, construction, athletics, special tasks or basic military operations.

Education—Must have high school diploma or G.E.D. equivalent. College work preferred.

SPECIAL REQUIREMENTS:

- Possession of a valid Class C—California Driver's License
- Possession of, or ability to obtain, CPR and first aid certification

Must be available to work ten consecutive Fridays throughout the summer, must provide own transportation, must have valid California State Driver's License, ability to provide clean driving record via DMV print out, and be over 21 years of age.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

Incumbents frequently drive to site locations and occasionally are required to physically exert themselves (run, walk, stoop, bend, reach) in the supervision of concert site activities. This position may occasionally require incumbents to lift or move moderately heavy equipment, or materials during the course of duties assigned. This position requires exposure to outdoors, ability to travel to different sites and locations. Event may require exposure to moderate to loud noise levels for long durations.

APPLICATION PROCEDURE:

Applications may be obtained from the City of Carlsbad, Human Resources, 1635 Faraday Avenue, Carlsbad, CA 92008, or visit us at: www.carlsbadca.gov/hr or (760) 602-2440.

DEADLINE: Open Until Filled

City application and resume must be submitted to the Cultural Arts Office or through the City's Human Resources Department. Mail hard-copy to Cultural Arts Office, 1200 Carlsbad Village Drive, Carlsbad, CA 92008-1989 or drop off at 2955 Elmwood Street, Carlsbad, 92008.

Candidates most qualified will be granted an interview.

FOR MORE INFORMATION:

Cultural Arts Office / City of Carlsbad

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www.carlsbadca.gov/arts

